

# Constitution of Genesis Christian College Parents & Friends Association Incorporated



## Statement of Faith

1. That the Scripture of the Old and New Testament is the infallible Word of God, our supreme and absolute standard by which our whole life is to be directed and judged, and necessary and conclusive for our knowledge of God, of ourselves, and the rest of creation.
2. That there is one God, eternal and indivisible in whom are three Persons, Father, Son and Holy Spirit - one Triune God.
3. That all things were created by God in and through Jesus Christ by His Word and Spirit according to His eternal purpose and for His own glory; that all things are upheld and controlled by Him and that He reveals Himself in all that He has created and made.
4. That man was created in the image of God to enjoy communion with his Creator, to exercise dominion over the Creation to the Glory of God and to interpret all reality in accordance with His design and law; that man sinned by disobeying the express command of God and fell from the estate in which he was created; and that by the curse justly imposed on man everyone is cut off from communion with God and is dead in sins, wholly corrupt throughout the whole man, and utterly reluctant, disabled, and made opposite to all good and wholly inclined to all evil.
5. That Jesus Christ is the only begotten Son and is God incarnate, born of the Virgin Mary, who laying down His life for His sheep, paid the price of sin for them being a substitute for all who truly believe in Him; that on the third day he rose bodily from the dead by the power of God, and is now seated at God's right hand, possessing all power and authority; and that, at the time appointed He will come in power and glory to judge the world in righteousness, and establish new heavens and a new earth where righteousness dwells.
6. That the Holy Spirit, the third Person of the Trinity, effectually applies the salvation secured by Christ to His people, uniting them to Him by faith; that He is the source of faith in Jesus Christ, of true knowledge, and a new sanctified life; and that at the point of faith, the believer is baptized with all the fullness of the Holy Spirit.
7. That those who are effectually called by the Holy Spirit are also freely justified in God's sight, which saving faith is alone the instrument of justification; and yet it is not alone in the person justified, but is ever accompanied with all other saving graces.

# Model rules

## 1 Interpretation

1) In these rules—

*Act* means the *Associations Incorporation Act 1981*.

*present*—

a) at a Management Committee meeting, see rule 24.6; or

b) at a general meeting, see rule 38.2.

2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

## 2 Name

The name of the incorporated Association is GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION INCORPORATED, (the Association).

## 3 Objects

1) The objects of the Association are:

a) To work closely with the Genesis Christian College Community, in particular the Principal, to achieve common goals. The Genesis Christian College Community includes the board members of the North Brisbane Christian Schools Association (NBCSA), principal, teachers, administration staff and other staff.

b) To create, foster and maintain open, two way communication between parents/carers and the Genesis Christian College Community.

c) To provide a medium of support, information and involvement of parents/carers in their children's education and the Genesis Christian College community.

d) To encourage parent/carer participation in order to enhance their children's learning.

e) To promote a distinctive Christian environment in Genesis Christian College (the College).

f) To actively raise funds to support projects agreed to.

g) To source guest speakers on current and suggested educational programmes, faith development and other matters of interest.

2) Conduct of the Objectives –

The Association will conduct its objectives as an agent of the College only.

3) Without limiting the generality of rule 3.2 above, where the Association wishes the College to:

a) enter into a contract (of employment or otherwise); or

b) purchase goods or services,

it shall request the college to do so on the Association's behalf.

- 4) Where a request is made in accordance with rule 3.3 above, the Association shall reimburse the College for expenses and costs (or such percentage of expenses and costs as the College and Association agree is payable).
- 5) Where a request is made in accordance with rule 3.3 above, the Association will arrange for the administration and/or organisation required for the conduct of any contract or purchase.
- 6) Without limiting the generality of rule 3.2 above, where the Association wishes to organise a College function or activity, it shall if practicable, notify the College and shall organise such function or activity as the College's agent only.
- 7) Any notice, advertisement or description of a function or activity organised by the Association in accordance with rule 3.6 above, shall describe the activity or function in the following terms:

"A Genesis Christian College function/activity organised by Genesis Christian College Parents and Friends Association Inc as an agent of the College."

#### **4 Powers**

- 1) The Association has the powers of an individual.
- 2) The Association may, for example—
  - a) enter into contracts; and
  - b) acquire, hold, deal with and dispose of property; and
  - c) make charges for services and facilities it supplies; and
  - d) do other things necessary or convenient to be done in carrying out its affairs.
- 3) The Association may take over the funds and other assets and liabilities of the present unincorporated Association known as the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION (the *unincorporated Association*).
- 4) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

#### **5 Classes of members**

Membership of the Association shall consist of:-

- 1) The parent/s and/or carer/s of each child enrolled at the college who shall be called ordinary members. The number of ordinary members is unlimited.
- 2) The friends of the college who shall be any person over the age of 18 years or any past student of the college who is interested in the welfare of the college and who supports the objectives of the Association. These members will be called "Friend Members". A Friend Member shall be enrolled on the Member Register (see rule 13) upon written application to the Secretary or by written nomination to the Secretary by a member provided such application or nomination is approved at a general meeting. Friend Membership of the Association shall be renewable each year at the Annual General Meeting. If a Friend Member no longer resides at the address listed on the register then they shall not be re-enrolled without written application or written nomination

to the Secretary. The decision to re-enrol a Friend Member on the register shall be by a majority vote at the meeting.

3) Members of the NBCSA Board, the College Principal and all members of teaching and other staff of the College who are not parents/carers or on the Friends Register shall be called ex-officio members. Ex-officio members are welcome to attend meetings, but will not have voting rights unless they have been duly elected to the Management Committee.

## **6 Automatic membership**

A person who, on the day the Association is incorporated, was a member of the unincorporated Association and who, on or before a day fixed by the Management Committee, agrees in writing to become a member of the incorporated Association, must be admitted by the Management Committee—

- 1) to the equivalent class of membership of the Association as the member held in the unincorporated Association; or
- 2) if there is no equivalent class of membership—as an ordinary member.

## **7 New membership**

- 1) An applicant for membership of the Association must be proposed by 1 member of the Association (the *proposer*) and seconded by another member (the *seconder*).
- 2) An application for membership must be—
  - a) in writing; and
  - b) signed by the applicant and the applicants proposer and seconder; and
  - c) in the form decided by the Management Committee.

## **8 Membership fees**

- 1) The membership fee for each ordinary membership and for each other class of membership (if any)—
  - a) is the amount decided by the members from time to time at a general meeting; and
  - b) is payable when, and in the way, the Management Committee decides.
- 2) A member of the incorporated Association who, before becoming a member, has paid the members annual subscription for membership of the unincorporated Association on or before a day fixed by the Management Committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the Management Committee as the day on which the next annual subscription is payable.

## **9 Admission and rejection of new members**

- 1) The Management Committee must consider an application for membership at the next committee meeting held after it receives—
  - a) the application for membership; and
  - b) the appropriate membership fee for the application.
- 2) The Management Committee must ensure that, as soon as possible after the person applies to become a member of the Association, and before the Management Committee considers the persons application, the person is advised—
  - a) whether or not the Association has public liability insurance; and
  - b) if the Association has public liability insurance—the amount of the insurance.
- 3) The Management Committee must decide at the meeting whether to accept or reject the application.

- 4) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- 5) The Secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

### **10 When membership ends**

- 1) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- 2) The resignation takes effect at—
  - a) the time the notice is received by the Secretary; or
  - b) if a later time is stated in the notice—the later time.
- 3) The Management Committee may terminate a members membership if the member—
  - a) is convicted of an indictable offence; or
  - b) does not comply with any of the provisions of these rules; or
  - c) has membership fees in arrears for at least 2 months; or
  - d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- 4) Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 5) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the committee must give the member a written notice of the decision.

### **11 Appeal against rejection or termination of membership**

- 1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 2) A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.
- 3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

### **12 General meeting to decide appeal**

- 1) The general meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
- 2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 3) Also, the Management Committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

### **13 Register of members**

- 1) The Management Committee must keep a register of members of the Association.
- 2) The register must include the following particulars for each member—
  - a) the full name of the member;
  - b) the postal or residential address of the member;
  - c) the date of admission as a member;
  - d) the date of death or time of resignation of the member;
  - e) details about the termination or reinstatement of membership;
  - f) any other particulars the Management Committee or the members at a general meeting decide.
- 3) The register must be open for inspection by members of the Association at all reasonable times.
- 4) A member must contact the Secretary to arrange an inspection of the register.
- 5) However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
- 6) In the case of those qualifying for Ordinary Membership (i.e as parents and/or carers of children currently on the college roll), the college roll shall be considered as the register of members.
- 7) In the case of those qualifying for Ex-Officio Membership the college records shall be considered as the register of members.

### **14 Prohibition on use of information on register of members**

- 1) A member of the Association must not—
  - a) use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for any purpose not in accordance with either the Statement of Faith and/or the Objects of the Association ; or
  - b) disclose information obtained from the register to someone else, knowing that the information is likely to ultimately be used to for any purpose not in accordance with either the Statement of Faith and/or the Objects of the Association
- 2) Subrule 1 does not apply if the use or disclosure of the information is approved by the Association.

### **15 Appointment or election of Secretary**

- 1) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
  - a) a member of the Association elected by the Association as Secretary; or
  - b) any of the following persons appointed by the Management Committee as Secretary—
    - (i) a member of the Associations Management Committee;
    - (ii) another member of the Association;
    - (iii) another person.
- 2) If the Association has not elected an interim officer as Secretary for the Association before its incorporation, the members of the Management Committee must ensure a Secretary is appointed or elected for the Association within 1 month after incorporation.
- 3) If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the Association within 1 month after the vacancy happens.

- 4) If the Management Committee appoints a person mentioned in subrule 1.b(ii) as Secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a member of the Management Committee.
- 5) However, if the Management Committee appoints a person mentioned in subrule 1.b(ii) as Secretary to fill a casual vacancy on the Management Committee, the person becomes a member of the Management Committee.
- 6) If the Management Committee appoints a person mentioned in subrule 1.b(iii) as Secretary, the person does not become a member of the Management Committee.
- 7) In this rule— *casual vacancy*, on a Management Committee, means a vacancy that happens when an elected member of the Management Committee resigns, dies or otherwise stops holding office.

### **16 Removal of Secretary**

- 1) The Management Committee of the Association may at any time remove a person appointed by the committee as the Secretary.
- 2) If the Management Committee removes a Secretary who is a person mentioned in rule 15.1.b(i), the person remains a member of the Management Committee.
- 3) If the Management Committee removes a Secretary who is a person mentioned in rule 15.1.b(ii) and who has been appointed to a casual vacancy on the Management Committee under rule 15.5 the person remains a member of the Management Committee.

### **17 Functions of Secretary**

The Secretary's functions include, but are not limited to—

- a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
- b) keeping minutes of each meeting; and
- c) keeping copies of all correspondence and other documents relating to the Association excluding those financial documents that are kept by the Treasurer; and
- d) maintaining the register of members of the Association.

### **18 Membership of Management Committee**

- 1) The Management Committee of the Association consists of a President, Vice-President, Secretary, Treasurer, Fund Raising Coordinator, Liaison Officer plus additional Management Committee members being not more than three 9) or as the ordinary members of the P&F Association elect at a General Meeting.
- 2) A member of the Management Committee must be a member of the Association.
- 3) At each annual general meeting of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
- 4) A member of the Association may be appointed to a casual vacancy on the Management Committee under rule 22.
- 5) Tenure of membership of the Management Committee shall be until the next Annual General Meeting with the right to serve a maximum of three 3) years consecutive full terms in the one position.
- 6) Members of the Management Committee must comply with all legislative requirements (eg obtain a current Working With Children (blue) card if applicable) as soon as practical after being elected and continue to comply with all legislative requirements whilst a member of the Management Committee.
- 7) Members of the Management Committee must adhere to the Statement of Faith at the front of this constitution

## 19 Roles of the Management Committee

1. **President** - The role of the President is to provide leadership for the P&F Association and its Management Committee including:
  - a) Conducting meetings.
  - b) Acting as a representative of the P&F Association.
  - c) Ensuring the smooth running of the Management Committee.
  - d) Providing team leadership and mentoring to the Management Committee
  - e) Ensuring adequate and efficient communication exists between members and between the P&F Association and the College.
  - f) Developing a good working relationship with the College Principal and the NBCSA Board.
  - g) Encouraging parents and friends to participate.
2. **Vice President** - The role of the Vice President is to provide support to the President including chairing any meetings that the President is unable to attend.
3. **Treasurer**- The role of the Treasurer is the financial management of the P&F Association including:
  - Ensuring that the Association abides by rules 46 to 48 at all times.
4. **Fund Raising Co-ordinator** - The role of the Fund Raising Coordinator is to organise activities/events to assist with raising funds for the P&F Association including:
  - a) Preparing and managing a fundraising calendar.
  - b) Preparing and submitting fundraising proposals which are to be approved by the P&F Association Management Committee and the College.
  - c) Organising, communicating & coordinating/delegating such fundraising activities/ events.
  - d) Preparing a financial summary of fundraising activities/events for presentation at the Annual General Meeting.
  - e) Delivering a report at the next P&F meeting on the success of or any problems encountered for the fundraising activity/event.
5. **Liaison Officer** - The role of the Liaison Officer is to:
  - a) open the lines of communication between parents and the levels of organisation of Genesis Christian College. They will do this through the coordination and promotion of functions for this purpose.
  - b) be responsible for coordinating all Association submissions to the Genesis Chronicle by the required deadline.

## 20 Electing the Management Committee

- 1) A member of the Management Committee may only be elected as follows—
  - a) any 2 ordinary members of the Association may nominate another member (the *candidate*) to serve as a member of the Management Committee;
  - b) the nomination must be—
    - (i) in writing; and
    - (ii) signed by the candidate and the members who nominated him or her; and
    - (iii) given to the Secretary at least 14 days before the annual general meeting at which the election is to be held;

- c) each member of the Association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Management Committee;
  - d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 2) A person may be a candidate only if the person—
    - a) is an adult; and
    - b) is not ineligible to be elected as a member under section 61A of the Act.
    - c) is eligible in terms of section 18 of this constitution.
    - d) signs a copy of the Statement of Faith prior to election certifying that they agree with and will abide by the within Statement of Faith.
  - 3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting.
  - 4) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
  - 5) The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised—
    - a) whether or not the Association has public liability insurance; and
    - b) if the Association has public liability insurance—the amount of the insurance.
    - c) of the requirement set out in sub-rule 20. 2) d)

## **21 Resignation, removal or vacation of office of Management Committee member**

- 1) A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
- 2) The resignation takes effect at—
  - a) the time the notice is received by the Secretary; or
  - b) if a later time is stated in the notice—the later time.
- 3) A member may be removed from office at a general meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- 4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 5) A member of the management committee may be removed from office by the NBCSA.
- 6) A member has no right of appeal against the member's removal from office under either sub rules 3) & 4) or 5).
- 7) A member immediately vacates the office of member in the circumstances mentioned in section 642) of the Act.
- 8) In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

## **22 Vacancies on Management Committee**

- 1) If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
- 2) The exercise of subrule 1) is subject to the management committee notifying the NBCSA within 14 days of the appointment and the appointee signing a copy of the Statement of Faith prior to assuming the position.

- 3) The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 4) However, if the number of committee members is less than the number fixed under rule 25.1) as a quorum of the Management Committee, the continuing members may act only to—
  - a) increase the number of Management Committee members to the number required for a quorum; or
  - b) call a general meeting of the Association.

### **23 Functions of Management Committee**

- 1) Subject to these rules or a resolution of the members of the Association carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.
- 2) The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

*Note—*

The Act prevails if the Associations rules are inconsistent with the Act—see section 1B of the Act.

- 3) The Management Committee may exercise the powers of the Association—
  - a) to borrow, raise or secure the payment of amounts in a way the members of the Association decide; and
  - b) to secure the amounts mentioned in paragraph a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Associations property, both present and future; and
  - c) to purchase, redeem or pay off any securities issued; and
  - d) to borrow amounts from members and pay interest on the amounts borrowed; and
  - e) to mortgage or charge the whole or part of its property; and
  - f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
  - g) to provide and pay off any securities issued; and
  - h) to invest in a way the members of the Association may from time to time decide.
- 4) For subrule 3.d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
  - a) the financial institution for the Association; or
  - b) if there is more than 1 financial institution for the Association—the financial institution nominated by the Management Committee.
- 5) For subrules 3.a) to 3.g) inclusive, the Management Committee may only exercise these powers with the prior express consent of the NBCSA.

### **24 Meetings of Management Committee**

- 1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- 2) The Management Committee must meet at least once each school term (as promulgated by the college) to exercise its functions.
- 3) The Management Committee must decide how a meeting is to be called.
- 4) Notice of a meeting is to be given in the way decided by the Management Committee.
- 5) The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

- 6) A committee member who participates in the meeting as mentioned in subrule 5) is taken to be present at the meeting.
- 7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- 8) A member of the Management Committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- 9) The President is to preside as chairperson at a Management Committee meeting.
- 10) If there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

### **25 Quorum for, and adjournment of, Management Committee meeting**

- 1) At a Management Committee meeting, more than 50% of the members elected to the Management Committee as at the close of the last general meeting of the members form a quorum.
- 2) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
- 3) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the committee—
  - a) the meeting is to be adjourned for at least 1 day; and
  - b) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- 4) If, at an adjourned meeting mentioned in subrule 3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

### **26 Special meeting of Management Committee**

- 1) If the Secretary receives a written request signed by at least 33% of the members of the Management Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.
- 2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- 3) A request for a special meeting must state—
  - a) why the special meeting is called; and
  - b) the business to be conducted at the meeting.
- 4) A notice of a special meeting must state—
  - a) the day, time and place of the meeting; and
  - b) the business to be conducted at the meeting.
- 5) A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee.

### **27 Minutes of Management Committee meetings**

- 1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- 2) To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.

## **28 Appointment of subcommittees**

- 1) The Management Committee may appoint a subcommittee consisting of members of the Association considered appropriate by the committee to help with the conduct of the Associations operations.
- 2) A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- 3) A subcommittee may elect a chairperson of its meetings.
- 4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- 5) A subcommittee may meet and adjourn as it considers appropriate.
- 6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **29 Acts not affected by defects or disqualifications**

- 1) An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.
- 2) Subrule 1) applies even if the act was performed when—
  - a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or
  - b) a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

## **30 Resolutions of Management Committee without meeting**

- 1) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 2) A resolution mentioned in subrule 1) may consist of several documents in like form, each signed by 1 or more members of the committee.

## **31 First annual general meeting**

The first annual general meeting must be held within 6 months after the end date of the Association's first reportable financial year.

## **32 Subsequent annual general meetings**

Each subsequent annual general meeting must be held—

- a) at least once each year; and
- b) by 14<sup>th</sup> March annually.

## **33 Business to be conducted at Annual General Meeting of level 1 Incorporated Associations and particular level 2 and 3 Incorporated Associations**

- 1) This rule applies only if the Association is—
  - a) a level 1 Incorporated Association; or
  - b) a level 2 Incorporated Association to which section 59 of the Act applies; or
  - c) a level 3 Incorporated Association to which section 59 of the Act applies.
- 2) The following business must be conducted at each annual general meeting of the Association—
  - a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
  - b) presenting the financial statement and audit report to the meeting for adoption;

- c) electing members of the Management Committee;
- d) for a level 1 incorporated Association—appointing an auditor or an accountant for the present financial year;
- a) e) for a level 2 incorporated Association, or a level 3 incorporated Association, to which section 59 of the Act applies—appointing an auditor, (Chartered Accountant or a CPA or ASA or equivalent) or an approved person for the present financial year.

### **34 Business to be conducted at annual general meeting of other level 2 incorporated Associations**

- 1) This rule applies only if the Association is a level 2 incorporated Association to which section 59A of the Act applies.
- 2) The following business must be conducted at each annual general meeting of the Association—
  - a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
  - b) presenting the financial statement and signed statement to the meeting for adoption;
  - c) electing members of the Management Committee;
  - d) appointing an auditor, an accountant or an approved person for the present financial year.

### **35 Business to be conducted at annual general meeting of other level 3 incorporated Associations**

- 1) This rule applies only if the Association is a level 3 incorporated Association to which section 59B of the Act applies.
- 2) The following business must be conducted at each annual general meeting of the Association—
  - a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
  - b) presenting the financial statement and signed statement to the meeting for adoption;
  - c) electing members of the Management Committee.

### **36 Notice of general meeting**

- 1) The Secretary may call a general meeting of the Association.
- 2) The Secretary must give at least 14 days notice of the meeting to each member of the Association.
- 3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- 4) The Management Committee may decide the way in which the notice must be given.
- 5) However, notice of the following meetings must be given in writing—
  - a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision—
    - (i) to reject the person's application for membership of the Association; or
    - (ii) to terminate the person's membership of the Association;
  - b) a meeting called to hear and decide a proposed special resolution of the Association.
- 6) A notice of a general meeting must state the business to be conducted at the meeting.
- 7) There shall be a least one General Meeting per school term (as promulgated by the college)

### **37 Quorum for, and adjournment of, general meeting**

- 1) The quorum for a general meeting is at least double the number of members elected or appointed to the Management Committee at the close of the Association's last general meeting plus 1.
- 2) However, if all members of the Association are members of the Management Committee, the quorum is the total number of members less 1.
- 3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- 5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Association—
  - a) the meeting is to be adjourned for at least 7 days; and
  - b) the Management Committee is to decide the day, time and place of the adjourned meeting.
- 6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 7) If a meeting is adjourned under subrule 6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 8) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

### **38 Procedure at general meeting**

- 1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 2) A member who participates in a meeting as mentioned in subrule 1) is taken to be present at the meeting.
- 3) At each general meeting—
  - a) the President is to preside as chairperson; and
  - b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
  - c) the chairperson must conduct the meeting in a proper and orderly way.

### **39 Voting at general meeting**

- 1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- 2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the motion lapses so that the status quo is maintained. (i.e no person has a casting vote as well as a primary vote).
- 3) The method of voting is to be decided by the Management Committee.
- 4) However, if at least 10% of the members present demand a secret ballot, voting must be by secret ballot.
- 5) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

6) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

**40 Special general meeting**

- 1) The Secretary must call a special general meeting by giving each member of the Association notice of the meeting within 14 days after—
  - a) being directed to call the meeting by the Management Committee; or
  - b) being given a written request signed by—
    - (i) at least 33% of the number of members of the Management Committee when the request is signed; or
    - (ii) at least the number of ordinary members of the Association equal to double the number of members of the Association on the Management Committee when the request is signed plus 1; or
  - c) being given a written notice of an intention to appeal against the decision of the Management Committee—
    - (i) to reject an application for membership; or
    - (ii) to terminate a person's membership.
- 2) A request mentioned in subrule 1)b) must state—
  - a) why the special general meeting is being called; and
  - b) the business to be conducted at the meeting.
- 3) A special general meeting must be held within 3 months after the Secretary—
  - a) is directed to call the meeting by the Management Committee; or
  - b) is given the written request mentioned in subrule 1)b); or
  - c) is given the written notice of an intention to appeal mentioned in subrule 1)c).
- 4) If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.

**41 Proxies**

1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[Name of Association]:  
I, \_\_\_\_\_ of \_\_\_\_\_, being  
a member of the Association, appoint \_\_\_\_\_  
of \_\_\_\_\_  
as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to  
be held on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_  
and at any adjournment of the meeting.  
Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .  
\_\_\_\_\_  
Signature

- 2) The instrument appointing a proxy must—
  - a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
  - b) if the appointor is a corporation—
    - (i) be under seal; or
    - (ii) be signed by a properly authorised officer or attorney of the corporation.
- 3) A proxy may be a member of the Association or another person.

- 4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 5) Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- 7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[Name of Association]:  
 I, \_\_\_\_\_ of \_\_\_\_\_, being  
 a member of the Association, appoint \_\_\_\_\_  
 of \_\_\_\_\_  
 as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to  
 be held on the \_\_\_\_\_ day of \_\_\_\_\_  
 20\_\_\_\_  
 and at any adjournment of the meeting.  
 Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .  
 \_\_\_\_\_ Signature  
 This form is to be used \*in favour of/\*against [*strike out whichever is not wanted*] the  
 following resolutions—  
 [*List relevant resolutions*]

**42 Minutes of general meetings**

- 1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 2) To ensure the accuracy of the minutes—
  - a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
  - b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.
- 3) If asked by a member of the Association, the Secretary must, within 28 days after the request is made—
  - a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
  - b) give the member copies of the minutes of the meeting.
- 4) The Association may require the member to pay the reasonable costs of providing copies of the minutes.

**43 By-laws**

- 1) The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- 2) A by-law may be set aside by a vote of members at a general meeting of the Association.

**44 Alteration of rules**

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) Such general meeting referred to in sub rule 1) must not be held until prior approval is held from the board of the NBCSA.
- (3) The amendment or alteration is approved if voted for by at least seventy five percent (75%) of the members at the meeting

However an amendment, repeal or addition is valid only if it is registered by the chief executive.

#### **45 Common seal**

- 1) The Management Committee must ensure the Association has a common seal.
- 2) The common seal must be—
  - a) kept securely by the Management Committee; and
  - b) used only under the authority of the Management Committee.
- 3) Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by—
  - a) the Secretary; or
  - b) another member of the Management Committee; or
  - c) someone authorised by the Management Committee.

#### **46 Funds and accounts**

- 1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
- 2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 3) All amounts must be deposited in the financial institution account within 2 working days.
- 4) A payment by the Association of \$100 or more must be made by cheque.
- 5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
  - a) the President;
  - b) the Secretary;
  - c) the Treasurer;
  - d) any 1 of 3 other members of the Association who have been authorised by the Management Committee to sign cheques issued by the Association.
  - e) any 1 of the Genesis Christian College Finance Manager or his/her nominated representative
- 6) However, 1 of the persons who signs the cheque must be the President, the Secretary or the Treasurer.
- 7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 8) A petty cash account, if maintained from time to time, must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- 9) All expenditure must be approved or ratified at a Management Committee meeting.

#### **47 General financial matters**

- 1) On behalf of the Management Committee, the Treasurer must, prior to 14<sup>th</sup> February annually, ensure a financial statement for its last reportable financial year is prepared.
- 2) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.
- 3) The Treasurer of the Association or of a sub-committee will hand to the successor in office all records and accounts of the P&F Association or sub-committee, as soon as the successor has been appointed.

4) If a Treasurer of the Association or of a sub-committee resigns during the term of office, the Association will arrange for an audit of the records and accounts of the P&F Association or sub-committee to be carried out before formally handing these to the new Treasurer.

#### **48 Documents**

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

#### **49 Financial year**

The end date of the Association's financial year is 31<sup>st</sup> December in each year.

#### **50 Distribution of surplus assets to another entity**

- 1) This rule applies if the Association—
  - a) is wound-up under part 10 of the Act; and
  - b) has surplus assets.
- 2) The surplus assets must not be distributed among the members of the Association.
- 3) The surplus assets must be given to—
  - a) the North Brisbane Christian Schools Association OR, if the North Brisbane Christian Schools Association no longer exists then the surplus assets must be given to another entity having objects similar to the Association's objects; and
  - b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- 4) In this rule— *surplus assets* see section 923) of the Act..

CERTIFICATION

We certify that this is a true and correct copy  
of the Constitution of

**GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION  
INCORPORATED**

---

---

(P & F PRESIDENT)

(P & F SECRETARY)

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

---

(COLLEGE PRINCIPAL)

(NBCSA BOARD CHAIRMAN)

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_